

## **INSTRUCTIONS FOR FORM 358**

### **Unpaid Internship Attendance And Evaluation**

**PURPOSE:** Form 358 is used to monitor trainee's attendance and evaluation during their participation on an unpaid internship for FEP, FEP-TP, GA, WTE, FSE&T, ABAWD, or WIA Youth. The internship is a short-term and usually part-time worksite learning assignment with a public or private organization for a customer who needs assistance in becoming accustomed to basic work requirements. Internships are designed to promote the development of good work habits and basic work skills. The customer is not hired or considered an employee of the worksite employer or DWS. The customer may receive a stipend only for hours of participation based on the specific policy of the services as listed above.

**PREPARATION:** DWS Representative completes the information in the box at the top of the form, i.e., Trainee Name and SSN, Sponsor Name and Mailing Address as well as where the form should be sent and for which month.

Time and attendance should be completed by the sponsor and must be submitted to the Department of Workforce Services Employment Center on the day after the attendance period ends. (16<sup>th</sup> of the month for the first attendance period, and the 1<sup>st</sup> day of the next month following the last day of the second attendance period). Signature of both the Sponsor and the Trainee are required as well as the date the form is signed.

DWS representative is also responsible to review the evaluation section to be certain that the trainee's progress is appropriate. If there are concerns or a need for improvement, the representative will intervene to help develop a strategy for improvement. Should the trainee's progress not improve and the sponsor state a concern with the placement, the DWS representative may explore the option of ending the internship.

**The section on the bottom of the page "For Office Use Only" is used to track other activities the customer may have been involved in; i.e., Job Search (JS), Education (EDUC), or other. Use this section to log/record actual hours of participation in additional countable activities, excluding WIA.**

**DISTRIBUTION:** Prepare an original and one copy. A copy shall be maintained in the customer file.

**RETENTION:** Permanent